AIR FORCE LIBRARY AND
INFORMATION SYSTEM (AFLIS)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 34-270, 1 September 1997, is supplemented as follows:

1.5. Libraries will use AETC Form 322, **Library Registration,** for customer registration. Customers will list authorized family members on the reverse side of AETC Form 322. Civilian employees may use their AETC Form 58, **AETC Civilian Identification Card,** to verify eligibility. The parent organization determines customer eligibility for technical and academic libraries.

2.1. General libraries will adhere to *AETC Library Operating Standards* and submit biannual updates to HQ AETC/SVPC in May and November.

2.2. Libraries will use AETC Form 789, **Library Customer Evaluation,** as a means of determining customer needs, expectations, and overall satisfaction. A customer evaluation must be conducted by 30 September each year.

2.2.4. Libraries will provide bibliographic instructions and library orientations to support Professional Military Education, onbase education programs, and leisure time reading.

2.2.4.2. General libraries will operate a minimum of 55 customer service hours per week. Thirty percent of operating hours will be night and weekend hours to accommodate student needs.

2.4.6. General libraries will incorporate the *AETC Library Collection Development Policy* into their collection development plan. Update the MAJCOM-provided collection evaluation grid as items are added and deleted from the collection. Submit an updated copy of the collection development plan and collection evaluation grid to HQ AETC/SVPC in December.

2.9. Submit a copy of the library annual marketing plan to HQ AETC/SVPC in December.

2.10.1. Send one copy of each special order to HQ AETC/SVPC.

2.10.4.3. Each organization must assign an accountable representative to oversee the office collection materials on loan to their organization.

2.10.6. Libraries may restrict or suspend borrowing privileges of customers until replacement or reimbursement is received for damage or destruction of library materials. The librarian may specify titles suitable for replacement.

2.10.8. Provide inventory lists to accountable representatives for office collections annually in the last quarter of the fiscal year for verification of holdings.

2.10.8.2. Libraries will conduct a complete inventory of all library materials every 3 years.

2.10.9.2. Distribute excess lists for materials to each library in the command and send a copy to HQ AETC/SVPC. Excess lists should include only items that are current, in good condition, and potentially useful. Excess lists should not include items typically considered for salvage.

3.2.2. Submit a copy of the library local appropriated fund budget to HQ AETC/SVPC in January.

4.4.1. Functional commanders or division chiefs approve the organizational requests with a brief justification to include purpose and mission impact.

5.2. General libraries will incorporate the AETC Library Technology Standard into their automation plan. Submit updated plan to HQ AETC/SVPC in December.

5.7. Libraries will provide a monthly log of online usage costs to HQ AETC/SVPC by the 5th workday of the following month when using MAJCOM-established online information retrieval services.

6.3.3.1. Review and update the Library 5-Year Strategic Plan and submit a copy to HQ AETC/SVPC in December.

6.4. (Added) Forms Prescribed.   AETC Forms 322 and 789.

                              STEPHEN R. WINGFIELD, Colonel, USAF
                              Director of Services